

Supplier Guideline

Sustainability commitment – Sedus Stoll Group 2019

Introduction

The Sedus Stoll Group runs a systematic and all-encompassing sustainability management programme. In this context, we expect our suppliers to meet specific requirements in relation to sustainable business conduct. You will find all the relevant topics on this matter and the resulting requirements below.

International standards such as the ILO Declaration, the OECD Guidelines and particularly the United Nations Global Compact form the basis of these guidelines. The sustainability guidelines supplement and substantiate the Sedus Stoll Group's existing general supplier guidelines.

Environmental responsibility

Optimum and timely environmental protection must be guaranteed during all phases of the contract fulfilment process. This particularly includes the following:

- Avoiding accidents that have consequences for the environment (precautionary principle)
- Using energy-saving and low-emission technologies
- Integrating recycling processes
- Conserving resources through consistently reducing waste
- Promoting environmental awareness

The products must also satisfy the customary environmental protection standards. If hazardous substances are used, storage, handling and disposal must be regulated. We expect our suppliers to continuously further develop their environmental performance and to qualify their employees in the field of environmental responsibility.

Human rights and working conditions

International human rights must be supported, so nobody is complicit in human rights abuses.

Child labour must not be used in any production process. Suppliers must comply with ILO Conventions 138 and 182 concerning the minimum age for admission to employment. The general minimum age in this regard is 15, or 14 in countries that are less economically developed. 18 is the minimum age for working with hazardous substances and for generally hazardous work.

The working hours must correspond to the applicable legislation and industry standards. One day off must be guaranteed after six working days at most. Remuneration must comply with the collective agreements and the statutory minimum wages at all times.

Employees must have the freedom to terminate their working relationship with an appropriate notice period. Forced labour is prohibited. Employees must be able to communicate openly with the company management team regarding working conditions, without fear of any reprisals in whatever form. They must have the right to join a trade union or appoint a representative.

Furthermore, the applicable occupational safety legislation must be complied with. We expect our suppliers to protect their employees' health effectively and to provide them with personal protective equipment.

Ethics

Any employee discrimination – particularly due to sex, disability, skin colour, origin, religion or age – is impermissible.

We also expect our suppliers to act with an appropriate level of integrity in our business relationships. This also applies to relationships and activities with sub-suppliers and other business partners. Any form of corruption, bribery and embezzlement is prohibited and must be reported to the competent authorities immediately.

Commitment

The supplier hereby confirms that they acknowledge the sustainability guidelines in their entirety and that they will implement the same in their company and make the guidelines accessible to all of their employees within the organisation. The requirements will also be reviewed at reasonable intervals using suitable tools, and measures will be introduced immediately if any violations are detected.

Place, date

Signature, company stamp